

Steps to State Approval Process For Chemical Dependency Providers

1. Chemical Dependency Program requests the State Approval Application Packet from Mental & Addictive Disorders Division or obtains the Packet from the internet at <http://www.dphhs.mt.gov/qad/chemicaldependencytreatment/stateapprovalinformation.shtml>

The State Approval Application Packet contains:

- a. "Steps to State Manual Process"
 - b. Provider Manual-Administrative Section 10 – State Approval Process and Program Requirements
 - c. State Approval Application and Instructions
 - d. Administrative Rule of Montana (ARM) 37.27.106: Procedures for State Approval
 - e. Chapter 53: Chemical Dependency Program, Montana Code Annotated (M.C.A.)
 - f. Chapter 35: Certification of Chemical Dependency Counselors, M.C.A.
 - g. ARM Chapter 27: Chemical Dependency Programs
 - h. Application Review Sheet for Outpatient Services
 - i. Application Review Sheet for Transitional Living Services
2. Chemical Dependency Program completes State Approval Application Packet and submits this information to:

Chemical Dependency Planning & Outcome Officer
Addictive & Mental Disorders Division
555 Fuller
P.O. Box 202905
Helena, MT 59620-2905

Telephone: 406/444-3964
Fax: 406/444-93893

3. Chemical Dependency Program presents proposal for State Approval Process to County Commissioners for consideration to add the Chemical Dependency Program to the County Plan for Chemical Dependency Services.

If the County Commissioners agree to add the Chemical Dependency Program to the County Plan, the County Commissioners must:

- a. Submit a Letter to the Chemical Dependency Planning and Outcome Officer requesting the Chemical Dependency Program be added to the County Plan.
 - b. The letter must be signed by the majority of the County Commissioners
 - c. Submit an amended County Plan (annual portion only) with the addition of the new Chemical Dependency Program
4. Once the Application and Letter from the County Commissioners is received, the Department will send out a letter which contains the following:
 - a. Notice the Department is in receipt of an application for State Approval
 - b. Request any information for deficiencies found in the application
 - c. Request Letters of Agreement from agencies who have agreed to provide potential clients to the Chemical Dependency Agency
 - d. Stress that State Approval does not guarantee the Applicant will be able to access any State Chemical Dependency Block Grant Funds or Chemical Dependency Medicaid Funds.
5. Provider then needs to submit requested information for further review.
6. Once all information is submitted for review, the Department will make the determination as to whether the provider is granted Limited Approval for up to 6 months.
7. The Department will request Quality Assurance Division to perform a site visit to provide documentation for final approval process.
8. If no deficiencies are found, Final Full Approval will be granted.
9. If deficiencies are found, the Chemical Dependency Provider will submit a plan of correction, correct deficiencies and have a second review by the Quality Assurance Division to verify the deficiencies have been corrected. The Final Full Approval will be granted.